

Division of Workers' Compensation

Join the e Team!

The next generation of electronic
filing in EAMS

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Electronic Adjudication Management System (EAMS)

- Went live August 2008
- Future is electronic filing
 - ❖ e-forms launched September 2008
 - ❖ JET File goes live Spring 2011



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Why Electronic Filing is Best

- Save time and money on submission process
 - ✓ Faster submission
 - ✓ Faster responses
 - ❖ Error responses
 - ❖ Hearing dates for DORs
- Save money on paper and postage
- Stay out of paper queue at district offices
- Resolve cases quickly

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Electronic Filing Methods

- e-forms
 - ✓ Get logon for location OR
 - ✓ Use vendor to file liens and applications (currently)
 - ✓ Available now
- JET File – Electronic filing through secure file transfer (SFT) for six forms and attachments
 - ✓ Build own transmission pipeline OR
 - ✓ Use vendor software or services of a third party vendor
 - ✓ Available in Spring 2011

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How e-forms Work

- Electronic filing over the Internet using Web forms
- Suited for small to medium offices
- Get a logon for EAMS
 - ✓ Logon issued for filing location
 - ✓ One person logged onto EAMS at a time
- Comply with e-forms trial agreement, take computer based training (CBT) and Webinar training
 - ✓ CBT gives general idea of how e-forms work
 - ✓ Mandatory Webinar provides specific training

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Benefits of e-forms

- Access to view case documents if case participant
- Choose hearing date for DOR
 - ✓ Must resubmit if hearing date is not available
- Ability to submit all forms + attachments
- Dedicated help desk available during regular business hours
- No cost

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How JET File Works

- Electronic filing through secure file transfer (SFT) for six most common forms and attachments
- Best suited for large or very large filers
 - ✓ Those annually filing 100 or more of six most filed forms
 - ✓ Replaces paper and Web forms with XML data stream
- Comply with trading partner agreement and
 - ✓ Complete user acceptance testing (UAT) if building own pipeline OR
 - ✓ Use software or services of approved vendor

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How JET File Works



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Goal of JET Filing: Get Rid of Paper!

- Six forms most commonly filed—removing from scanning yields best results:
 - ❖ Application for Adjudication of Claim
 - ❖ Declaration of Readiness to Proceed (to hearing)
 - ❖ Declaration of Readiness to Proceed (expedited)
 - ❖ Compromise and Release
 - ❖ Stipulations with Request for Award
 - ❖ Notice and Request for Allowance of Lien
- Allows DWC to relieve paper filing bottleneck
- Based on extensive discussions with external users

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Benefits of JET Filing

- Allows system to system filing of multiple forms and attachments in one submission instead of one form at a time
- Provides automatic electronic notice of errors or acceptance
 - ✓ All errors reported at once
 - ✓ No waiting for manual response
- Provides DOR pending queue
 - ✓ Reprocesses DORs for 15 days to get date if no date initially available
- Allows users to file via OCR and e-form as needed

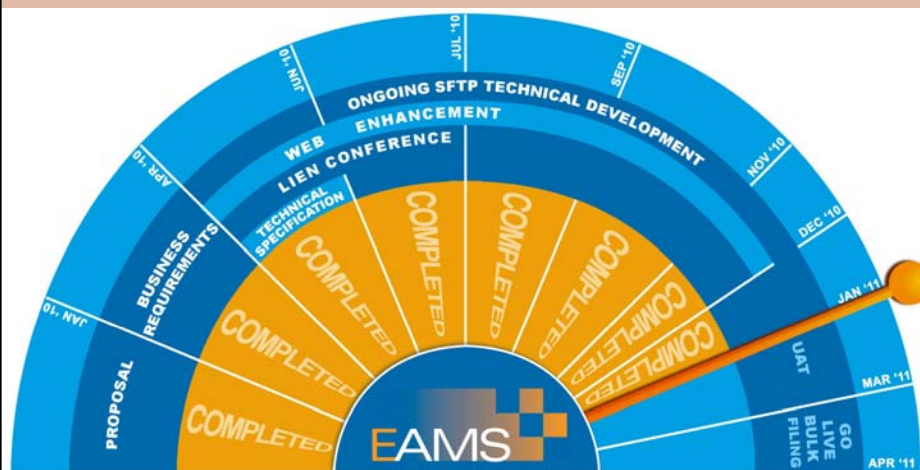
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EAMS Present Term Solution

- Two point plan very near completion:
 1. JET Filing: Electronic filing six priority forms through SFT service
 2. Access to some public case information on DWC Web site
 - Result of discussions between division and external user advisory group
 - Directly benefits users able to immediately take advantage of bulk filing
 - Indirectly benefits others by reducing overall volume of paper at district offices

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Present Term Solution Status



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DIVISION OF WORKERS' COMPENSATION
WORKERS' COMPENSATION APPEALS BOARD
DECLARATION OF READINESS TO PROCEED

Reset Form

Print Form

NOTICE: Any objection to the proceedings requested by a Declaration of Readiness to proceed shall be filed and served within ten (10) days after service of the Declaration.

Case No.

Applicant

First Name

MI

Last Name

VS

Employer Information

Employer Name (Please leave blank spaces between numbers, names or words)

Employer Street Address/PO Box (Please leave blank spaces between numbers, names or words)

City

State

Zip Code

Declarants: Please designate your role (Please Select Only One)

☐ Employee

☐ Applicant

☐ Defendant

☐ Lien Claimant

Declarant requests: (Please Select Only One)

☐ Mandatory Settlement Conference

☐ Status Conference

☐ Rating MSC*

☐ Priority Conference

☐ Lien Conference

At the present time the principal issues are: (Check all that apply)

☐ Compensation Rate

☐ Rehabilitation/SJDB

☐ Temporary Disability

☐ Self-Procured Medical Treatment

☐ Permanent Disability

☐ Future Medical Treatment

☐ AOE/COE

☐ Discovery

☐ Employment

☐ Other

Declarant relies on the report(s) of:

Doctors (s)

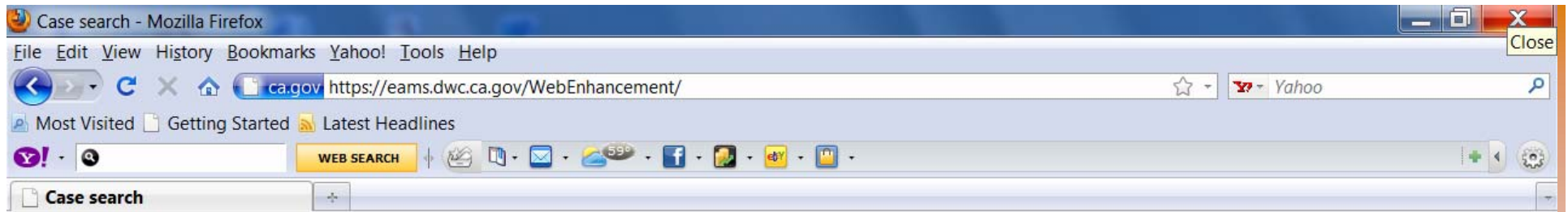
date

MMDDYYYY

*For a Rating MSC, all ratable medical reports, including treating physician, QME and AME reports, must be filed with this Declaration of Readiness, unless they have been previously filed. A Rating MSC will be set only where the issues are limited to permanent disability and the need for future medical treatment.

Public Information Case Search

- Sign in
- Search
- Search results yield:
 - Basic case information
 - Case detail information
 - Details about case such as judge, hearing date, OAR
 - Case events



Division of Workers' Compensation - Workers' compensation court public information search



The information on workers' compensation adjudication cases provided through this search page is public information. This search feature provides access to information that helps move cases through the workers' compensation court system efficiently.

Each person who requests information through this search function is responsible for ensuring the information is not used for purposes other than those allowed by law.

The law requires that people requesting access to public information:

- Identify themselves
- State the reason for making the request
- Not disclose the information to any person who is not entitled to it under [Labor Code section 138.7](#).

The residence addresses of injured workers and Social Security numbers are confidential and are not disclosed by the Division of Workers' Compensation. No documents are available through this search function. Requests for documents should be made following the [guidelines for access to public records](#).

If the reason for requesting access to this public information is related to pre-employment screening, the requestor must follow the [guidelines for access to public records](#).

Requestor information capture

*=required field

The Division of Workers' Compensation retains one year of records for those requesting information through this search function.

First name *

Last name *

Uniform assigned name (UAN--if applicable)

Email address *

Reason for search *

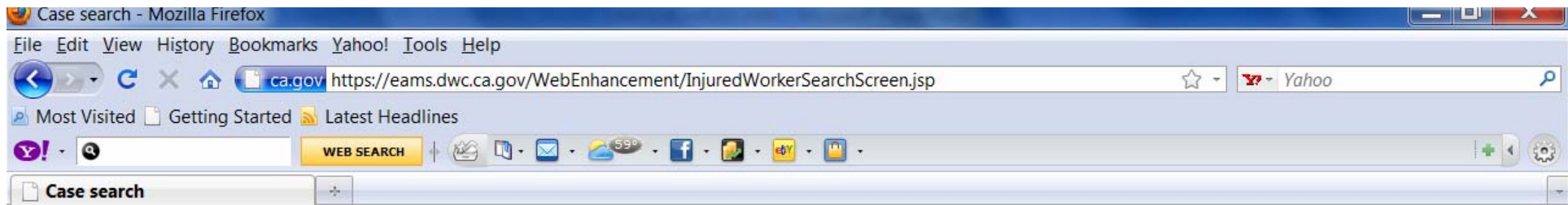
Cancel

Reset

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Search screen

* Minimum search criteria: EAMS case number or injured worker first name and last name

May use injured worker date of birth, city and/or ZIP code to refine name search

EAMS case number *

Injured worker first name *

Injured worker city

Injured worker last name *

Injured worker ZIP code

Injured worker date of birth (mm/dd/yyyy)

Search result

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Search screen

* Minimum search criteria: EAMS case number or injured worker first name and last name

May use injured worker date of birth, city and/or ZIP code to refine name search

EAMS case number *

Injured worker first name *

Injured worker last name *

Injured worker date of birth (mm/dd/yyyy)

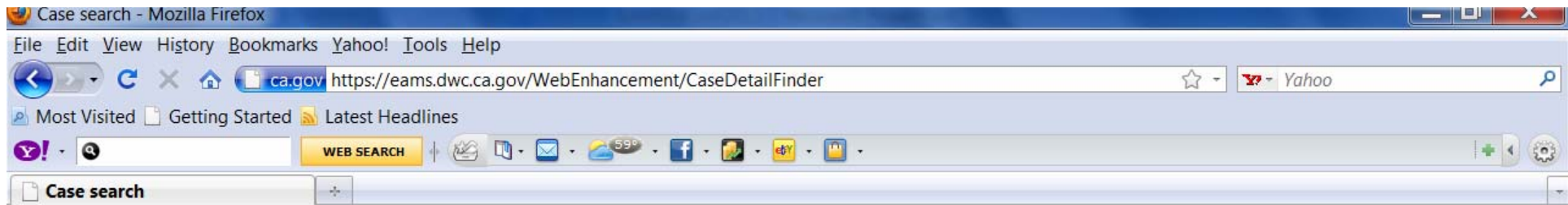
Injured worker city

Injured worker ZIP code

Cancel Reset Search

Search result

Injured worker first name	Injured worker last name	City	ZIP Code	View detail
JANE	JONES	ARCADIA	91006	View cases
JANE	JONES	UNION CITY	94587	View cases
JANE	JONES	FULLERTON	92831	View cases
JANE	JONES	YUCCA VALLEY	92284	View cases
JANEATTA	JONES	LEMON GROVE	91945	View cases
JANEEN	JONES	SAN BERNARDINO	92402	View cases
JANEL	JONES	SPRING VALLEY	91978	View cases
JANET	JONES	CASTRO VALLEY	94552	View cases
JANET	JONES	MERCED	95340	View cases
JANET	JONES	WEST HILLS	91307	View cases
JANET	JONES	LOS ANGELES	90043	View cases
JANET	JONES	LOS ALAMITOS	90720	View cases

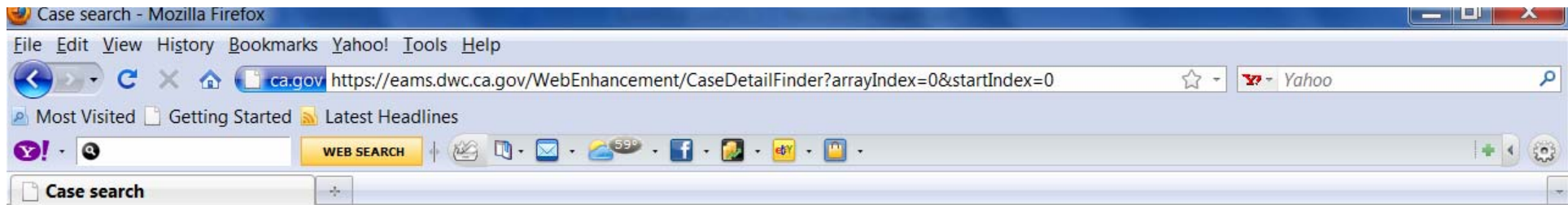


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General case information

Injured worker first name			Injured worker last name			
JANE			JONES			
EAMS case number	Case location	Employer	Injury date	Archived	DEU	View case detail
ADJ4447143	SFO-ADJ	KAISER FOUNDATION	01/11/1998 - 01/11/1999	<input checked="" type="checkbox"/>	<input type="checkbox"/>	View case detail
<div>Cancel Previous</div>						



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Case detail information

EAMS case number	Case location	Date of injury	Assigned judge	Archived	DEU	
ADJ4447143	SFO-ADJ	01/11/1998 - 01/11/1999		<input checked="" type="checkbox"/>	<input type="checkbox"/>	View events

Injured worker first name	Injured worker last name	Employer
JANE	JONES	KAISER FOUNDATION

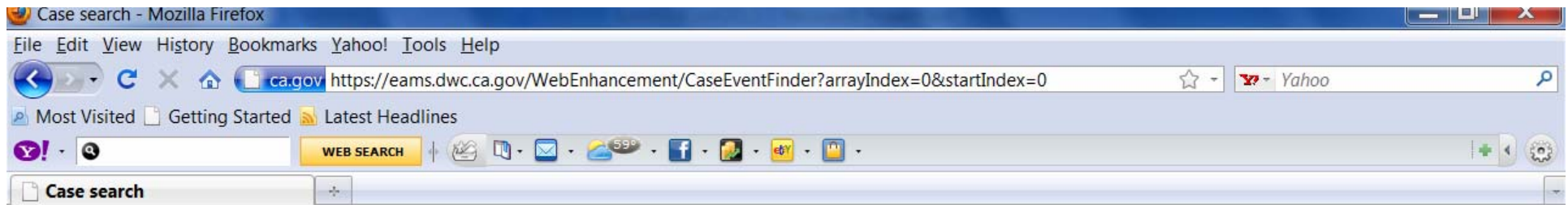
Body Part 1 300 UPPER EXTREMITIES - NOT SPECIFIED

Participant name	Role	Address
GRANCELL LEOVITZ	LAW FIRM	7250 REDWOOD BOULEVARD SUITE 370 NOVATO CA 94545
KAISER FOUNDATION	EMPLOYER	1 KAISER PLZ OAKLAND CA 94612
KAISER OAKLAND	INSURANCE COMPANY	PO BOX 12927 OAKLAND CA 94604
PETER MORAN SAN FRANCISCO	LEGACY LAW FIRM	649 FILLMORE ST SAN FRANCISCO CA 94117

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Case events

<i>EAMS case number</i>	<i>Case location</i>	
ADJ4447143	SFO-ADJ	
<i>Injured worker first name</i>	<i>Injured worker last name</i>	<i>Employer</i>
JANE	JONES	KAISER FOUNDATION

<i>Event general description</i>	<i>Detail description</i>	<i>Event date</i>
ORDER APPROVING C & R	CLOSING ORDER: C & R (GRANTED)	08/25/2000
APPLICATION FILED	PETITION: APPLICATION FOR ADJUDICATION FILED	03/20/2000
APPLICATION FILED	PETITION: APPLICATION FOR ADJUDICATION FILED	03/17/2000

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EAMS Resources

- **Web site:** www.dwc.ca.gov/eams
 - ✓ Demos
 - ✓ Training materials
 - ✓ FAQs
 - ✓ Newsletter
- **Email:** eams@dir.ca.gov
 - ✓ Put nature of need in subject line
- **External sources:**
 - ✓ Vendors
 - ✓ Statewide and local professional associations